

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300140015-7

OFFICE OR STAFF PERSONNEL			OFFICE CODE 9	REQUEST DATE Security Information	APPROVAL DATE 10 Sept. 52	CONTROL NO. 211	Page 1 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
			UNVOUCHERED - DEPARTMENTAL					
			PERSONNEL DIVISION (COVERT)					
			PERSONNEL POOL (CU)					
			Cash Acct Of	GS-530 9	Q 200			
			Cash Acct Asst-Gen	GS-530 6	Q 201			
			Cash Acct Asst-Gen	GS-530 6	Q 201.01			
			Cash Acct Clk-Gen	GS-530 5	Q 202			
			Cash Acct Clk-Gen	GS-530 5	Q 202.01			
			Cash Acct Clk-Gen	GS-530 4	Q 203			
			Cash Acct Clk-Gen	GS-530 4	Q 203.01			
			Clerk Typist	GS-322 3	Q 204			
			Memorandum to DD/A, dated 10 September 1952, Subject: "T/O for CIA Federal Credit Union", with concurrences thereon from AD/P, Comptroller, and ADD/A.					
NEW OFFICE TOTALS			APPROVAL					
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.			Chief, Class. & Wage Div.		
FORM NO. MAY 1952 30-25			T/O CHANGE AUTHORIZATION SEP 60			TITLE		

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10 September 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : T/O for CIA Federal Credit Union

1. On January 28, 1952 DD/A authorized a total of five positions (1 GS-7, 2 GS-5's, and 2 GS-4's) for the operation of the Credit Union.

2. On March 5, 1952, the DD/A approved a memorandum stating "as the Agency expands and grows in size so will the Credit Union and it will be necessary to increase the number of personnel assigned to Credit Union activities" and that "cognizance would be given to future requirements as they developed".

3. Since January 28, 1952, the business of the Credit Union has expanded and demands a larger T/O.

a. Asset size has increased from \$638,000.00 as of January 1, 1952 to \$1,217,000.00 as of September 1, 1952.

b. Loans have increased from \$438,000.00 as of January 1, 1952 to \$766,000.00 as of September 1, 1952.

c. The Credit Union has assumed the responsibility of cashing checks for Agency personnel.

d. The Credit Union has been given the task of extending its operations overseas.

4. The CIA Federal Credit Union requires eight employees to effectively carry out its operations at the present time. It is therefore requested

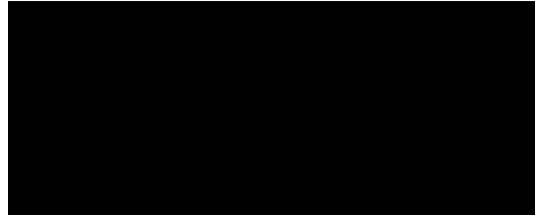
a. that the following positions be approved for the Credit Union: -

1 GS-9  
2 GS-6's  
2 GS-5's  
2 GS-4's  
1 GS-3

b. that it be

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Security Information

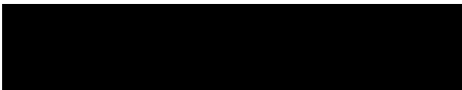
b. that it be recognized that it is necessary to increase the Credit Union T/O in the future as the Credit Union business expands.



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CONCURRENCE:

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Comptroller

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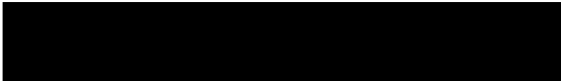
President of Credit Union



Assistant Director for Personnel

APPROVED ~~DISAPPROVED~~

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Acting Deputy Director (Administration)

*Attached Memo to DDA, Subj: CIA  
Support of CIA Fed Co U. (Staff Study)  
changed out to [redacted], 4 Aug 1953*

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*Returned*

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*2/1/54  
4/4/54*